December 1, 2015

Lisa Johnstone  
Human Resources Manager  
ABCD Company Inc  
123 Theway Blvd  
Atlanta, GA 30211

Dear Mrs. Johnstone:

I am aware that Golden Shell Company has an outstanding reputation and it will be my dream to work in Golden Shell Company. I read a few days ago that Golden Shell Company opened a human resources internship program. I really like to participate in the program since I know Golden Shell Company is one of the biggest software developer companies in the world. I am an undergraduate student with Human Resources Management major. I am going to graduate in April 2015.

I think I am just perfect for the internship position because I meet all the requirements for the position. I am also great in doing relationship building and leadership. I am also excellent in establishing communication. Below is my highlight:

* Communication Skills: Public speaker in Human Resources Workshop started from 2011 to today.
* Relationship Building and Leadership: Providing networking program and mentoring program for fellow Human Resources Management students.
* Academic Excellence: GPA: 3.7. I am also the head of Student Council in Higgenville College, CA.

I have finished my study and expected to graduate soon. I look forward to learn about the actual job of Human Resource in your company. I wish that I can be accepted in your internship program since I know Golden Shell Company is going to give me the exact experience that I need.

Thank you for your time and consideration. I believe that I can be a valuable asset for the Golden Shell Company if I have the privilege to get the internship program.

Sincerely,

John O. Connor

Enclosure: Resume